

Fire Risk Assessment

18-22

**New Hope Road,
Smethwick,
B66 3TY**



Date Completed: 02/07/2026

Review Period: 3 years.

Officer: S. Henley Fire Risk Assessor

Checked by: J Blewitt Team Lead Fire Safety

Current Risk Rating = Tolerable

Subsequent reviews

<u>Review date</u>	<u>Officer</u>	<u>Comments</u>

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Section

0

Introduction

The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA).

Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order”*.

This type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. In the first instance however, we would be grateful if you could contact us directly via https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints or by phone on 0121 569 6000.

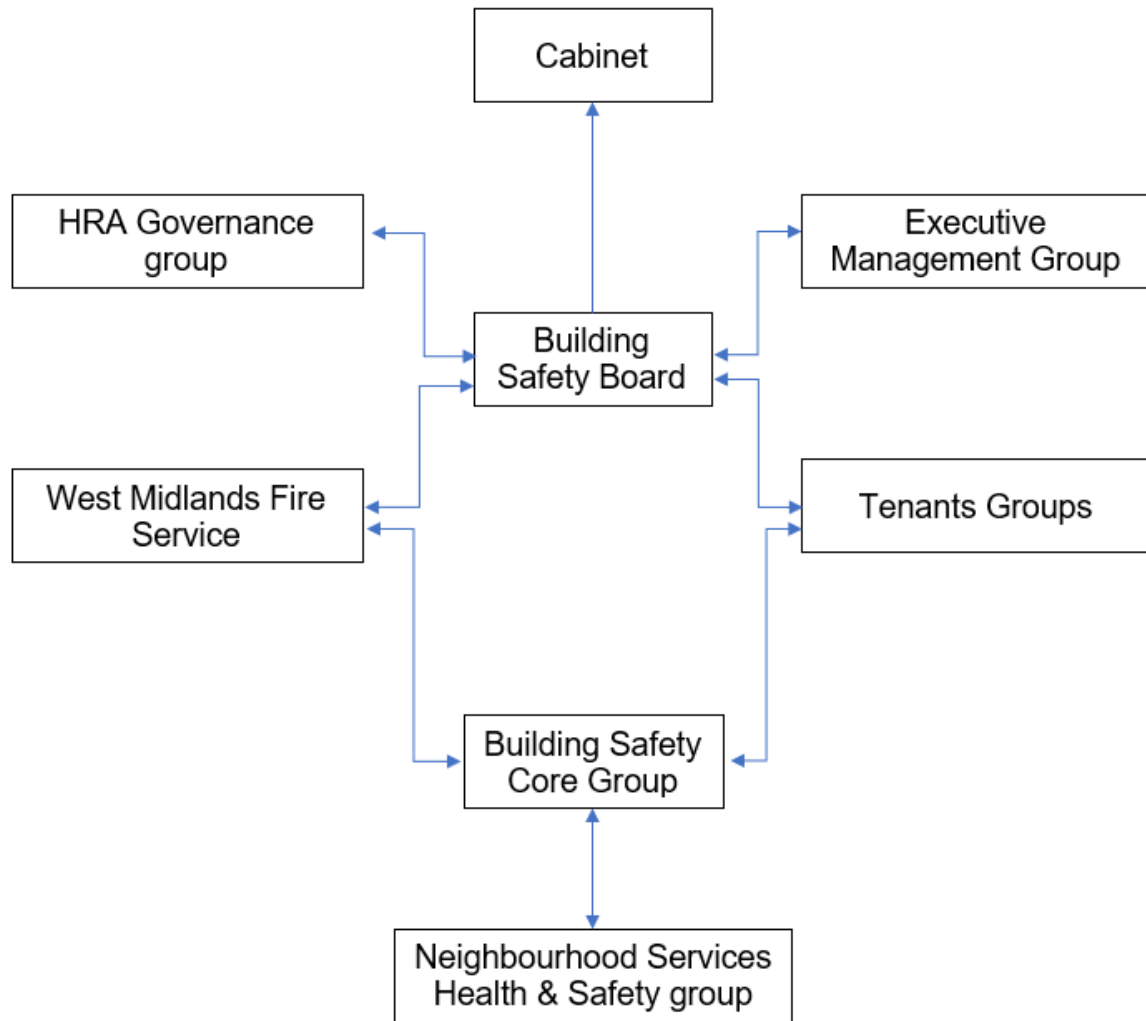
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building safety case for that building.

The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



The above processes and procedures are overseen by the Fire Safety, Facilities and Premises Manager who reports to the Business Manager -Surveying and Fire Safety.

These managers attend the Fire Safety Core Group for scrutiny which is part of the governance structure below.



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire. This is recorded here in [section 1](#). Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

Section**1****Significant findings**

The significant findings (executive summary) of the fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005.

Groups of people especially at risk of fire include such people as remote or lone workers, at risk due to layout of the building, visitors and contractors unfamiliar with the building layout as well as those with physical, sensory or mental health issues.

A third requirement that under the order must be recorded is the fire safety arrangements. This is the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are shown in the introduction.

Significant findings

Include a brief summary of protective and preventative measures where relevant along with any issues found.

The escape strategy is '**Stay Put Unless**'. This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building, you should stay put unless you are affected by fire or smoke.

Section number	Section Area	Individual Risk Level
Section 6	External Envelope The premises comprise a brick cavity external envelope with a flat roof system and uPVC double-glazed window units serving the residential accommodation. Access is provided via A timber entrance door incorporating glazed panels. At ground-floor level, two integral garages are situated directly beneath the first and second	Trivial

	floors, with additional flat-roofed garage positioned along the side elevation. Installed within the building accessed in the rear courtyard is a dedicated refuse storage room enclosed behind steel door. The bin store contains a galvanised steel wheelie bin and an associated bin chute. Adjacent the bin room there are three storage rooms, these are enclosed behind timber doors and accessed by residents only.	
Section 7	Means of Escape from Fire The building is served by a single protected staircase constructed in concrete, providing the primary means of escape for all occupants. The communal corridors and stairways are of concrete construction throughout, offering an inherently robust level of fire resistance. Inspection of the flat entrance doors was attempted; however, access was gained to only one flat. The door to this flat was a composite FD30S fire door, and all fire-safety components were present and functioning correctly. The remaining two flat entrance doors appear to be notional timber FD30 doors, but as no residents were available to provide access at the time of the survey, I am unable to confirm whether the required fire-safety furniture is in place or whether the doors fully comply. It is recommended that these notional doors are upgraded to fully certified FD30(S) fire-resisting door sets as part of future planned works. An electrical intake cupboard housing the mains supply is located adjacent to flat 18. This is currently enclosed within a timber unit. There is a hole within the timber door that requires fire-stopping with an appropriate fire-resistant material, or alternatively the door should be	Tolerable

	replaced. The locking mechanism is also defective and requires repair or replacement. Further compartmentation issues are present within the cupboard; these are detailed in Section 10 of this report. All visible electrical cabling within the communal areas is contained within steel trunking, appropriately secured to walls and ceilings, reducing the risk of premature cable failure during fire conditions. The bin hopper doors located on the second and third floors were inspected and found to be fully operational, with the seals in good condition. The over-cupboards housing the electrical meters on the first and second floors were found to be defective. On the first floor, the cupboard door does not close due to a new door and frame having been installed around the original back unit, preventing proper closure. The over-cupboard on the second floor has no locking mechanism, meaning it cannot be secured. These cupboards should be repaired or adjusted to ensure they can be fully closed and locked, thereby maintaining the required standard of fire protection.	
Section 8	Fire Detection and Alarm Systems Each flat is equipped with a fire detection system that meets at least the LD3 standard. No detection in communal areas.	Trivial

Section 9	Emergency Lighting No emergency lighting is provided within the block. As the premises are above 2 storeys the block should be fitted with emergency lighting within the communal area. This has been added to recommendations. Illumination is currently obtained from the standard lighting, also from borrowed lighting via the landing windows, and the entrance door glazing. It is recommended that a dedicated light unit is installed above the main entrance to the block to enhance both safety and security for residents and visitors.	Tolerable
Section 10	Compartmentation The building is constructed to provide 1-hour vertical and horizontal fire resistance around all flats. Flat entrance doors are a minimum notional FD30 timber, offering approximately 30 minutes' fire resistance. Recommend these are upgraded within future upgrades. A couple of the over cupboards for the electrical meters require replacing due to damage to the casing raised in section 7. Within the mains electrical intake cupboard on the ground floor, the electrical cabling passes up through the concrete ceiling. There is a large, unsealed opening around the cable penetration, which requires appropriate fire-stopping to reinstate the necessary level of compartmentation.	Tolerable

Section 11	Fire Fighting Equipment The premises have no provision for firefighting equipment.	Trivial
Section 12	Fire Signage Signage on the service cupboard requires changing from 'Fire Door Keep Shut' to 'Fire Door Keep Locked' The correct No smoking England signs are displayed at this block.	Tolerable
Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition The fixed electrical installation should be tested every 5 years. Last EICR was carried out on the 19/09/2025	Trivial
Section 15	Waste Control Waste is disposed of via the internal bin chute hoppers located on the first and second floors, with the main bin room situated externally on the ground floor behind a steel door. The locking mechanism to the bin room door is defective, preventing the door from being secured. This should be repaired to ensure the door can be locked and that the required standard of fire protection and security is maintained.	Tolerable
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial

Section 17	Arson Prevention The front entrance/exit door is accessible by a call point, fob and fireman's drop key.	Trivial
Section 18	Storage Arrangements There are external storage cupboards built into the structure of the building, which are accessible using a resident key. Residents should not store fuel or LPG Cylinders in their home or storage facilities.	Trivial

Risk Level Indicator

The following simple risk level estimator is based on commonly used risk level estimator:

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Considering the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low ☐ Medium ☒ High ☐

In this context, a definition of the above terms is as follows:

Low Unusually low likelihood of fire because of negligible potential sources of ignition.

Medium Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Considering the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

In this context, a definition of the above terms is as follows:

Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm	Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm	Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

The communal, any workplace areas and the external envelope of the building are subject to the Regulatory Reform (Fire Safety) Order 2005 as confirmed by the Fire Safety Act 2021. The enforcing authority is West Midlands Fire Service.

A Type 1 Fire Risk Assessment of the premises at New Hope Road 18-22 has been carried out. The assessment included a thorough inspection of the site's layout, identification of potential fire hazards, and evaluation of existing fire safety measures. The findings and recommendations have been documented.

Based on the assessment, the likelihood of a fire is deemed medium prior to the implementation of the action plan, due to the identified normal fire hazards. Considering the use of the premises and the occupants within the block, the potential consequences for life safety in the event of a fire would be slight harm. This is because the flats are fitted with a minimum timber notional FD30 fire doors, and smoke/heat detection systems installed to a minimum of LD3 within all the flats, one final exit door, and a stay-put strategy unless a fire strategy is in place.

Access was attempted to a sample of the properties as part of the risk assessment to ensure that the flat entrance doors have not been tampered with by residents. It is recommended that the two flats currently fitted with notional timber doors are upgraded to composite FD30S fire-resisting doors during future refurbishment works.

There are also several defects relating to the over-cupboards and compartmentation within the block that require remedial action.

Within the block no emergency lighting is installed. This is required as the building is above 2 storeys high. The details can be found in [A guide to making your small block of flats safe from fire \(accessible\)](#)

Overall, the risk level at the time of this FRA is considered tolerable.

Once the recommended actions have been completed, the overall risk rating for the building will be reduced to trivial, subject to the implementation of the suggested measures outlined in this fire risk assessment.

A suitable risk-based control plan (where applicable) should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

Section

2

People at Significant Risk of Fire

Persons at significant risk of fire does not just refer to those people with physical, sensory or mental health issues. It also includes those at risk due to the layout or features of the building such as inner rooms or dead-end conditions. Persons may also be at risk due to remote or lone working.

The RR(FS)O requires that these people are identified in any fire risk assessment.

Sandwell Council has a policy and procedure in place for Personal Emergency Evacuation Plans (PEEPs). This is based on tenants identifying themselves as requiring a PEEP.

Residents are responsible for letting us know whether they might need a Personal Emergency Evacuation Plan (PEEP). The Resident Engagement Officers (Fire Safety) will conduct an assessment visit upon request. Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly.

With the consent of the resident, we will make a referral for West Midlands Fire Service to conduct a Safe and Well visit.

When a PEEP is in place, the relevant information will be kept in the secure Premise Information Box (High Rise Buildings only), which is set up to help WMFS in an emergency. The data is classified as level 1, which means it complies with the General Data Protection Regulations.

Section 3

Contact Details

The Chief Executive of Sandwell Metropolitan Borough Council has ultimate responsibility for the site as the responsible person identified by the RR(FS)O 2005.

The Chief Executive has put a structure in place to support the management of the site.

This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

The contact names to support the management of the site are as follows:

Chief Executive Shokat Lal		
Executive Director Asset Manager & Improvement Alan Lunt		
Assistant Director Asset Manager & Improvement Sarah Agar		
Fire Safety Manager Tony Thompson		
Team Lead Fire Safety Jason Blewitt		
Team Lead Building Safety Anthony Smith		
Housing Office Manager Teresa Warren-Donley		
Building Safety Managers Adrian Jones Andrew Froggatt Carl Hill Louis Conway Craig Hudson	Fire Risk Assessors Mohammed Zafeer Stuart Henley	Resident Engagement Officers – Fire Safety Abdulmonim Khan Ethan Somaiya Hannah Russon

Please note, the above details are correct at the time of the production of the risk assessment and may be subject to change.

Section 4

Description of Premises

18-22
New Hope Road
Smethwick
B66 3TY



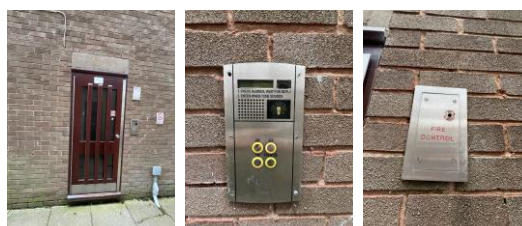
A Type 1 Fire Risk Assessment of the premises at New Hope Road 18-22 has been carried out. The assessment included a thorough inspection of the site's layout, identification of potential fire hazards, and evaluation of existing fire safety measures. The findings and recommendations have been documented.

Based on the assessment, the likelihood of a fire is deemed medium prior to the implementation of the action plan, due to the identified normal fire hazards.

The low-rise three-storey block was built in 1968 using traditional brick cavity and concrete construction. The building has a flat bitumen-felt roof with uPVC fascia boards fitted around the roofline.



The building is a detached residential block positioned at the end of the row. Access is provided via New Hope Road and Priory Close. The entrance/exit door is of timber construction with glazed panel insets. Entrance access is controlled by a fob system, flat call button, and fire-service drop key.



Located at the side of the premises and beneath the first and second floors are three garages. These were not accessible at the time of the FRA; therefore, I am unable to comment on the compartmentation or internal condition of these areas.



The blocks bin store is located at rear of the premises and built within the block. This is secured by a steel door; at the time of the survey the locking mechanism was seen to be defective. Within this store is a commercial-grade metal wheelie bin, functioning as the receptacle for refuse discharged via the block's bin chute.



Adjacent to the bin storeroom, within the same wall, there are three individual storage rooms allocated to specific flats, accessible only by the respective residents. Also located within this wall is the entrance door to the ground-floor flat. This rear area forms part of a secure courtyard, enclosed with metal railings and gated access.



The enforcing authority is West Midlands Fire Service.
The nearest fire station is Smethwick Fire Station,
located approximately 1.6 miles away.

Types of fire risk assessments (FRAs) for multi-occupied buildings,

- Types of fire risk assessments (FRAs) for multi-occupied buildings,
- Type 1 is a basic, non-destructive check of common areas;
- Type 2 involves destructive sampling of common areas for serious flaws;
- Type 3 extends Type 1 to include individual flats non-destructively; and
- Type 4 is the most comprehensive, combining Type 3 with destructive inspection of common areas and flats for deep structural assessment.

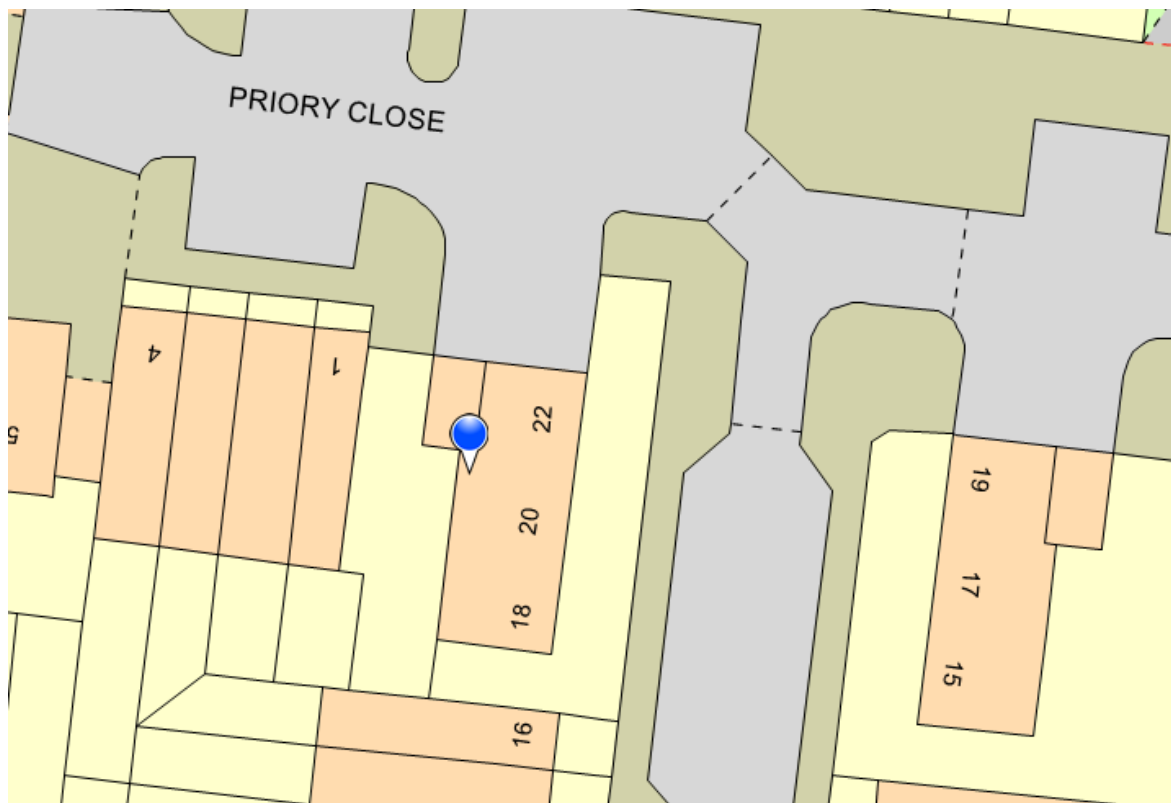
High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1969
Construction Type	Traditional brick & concrete
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	Yes
Access to Roof void	No, flat roof
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 5 flats total,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan



Section 6

External envelope

Following the introduction of the Fire Safety Act 2021, consideration needs to be given to the external envelope of the building for any fire risk. This predominantly means the external wall construction including any insulation filler. It also includes balconies and any other fixtures as well as doors and windows.

Below is a breakdown of the materials used within the external envelope, it is deemed that the combination and application of these materials present an acceptable level of fire risk.

- 1) The external surface of the building is predominantly brick structure. The building has a flat bitumen-felt roof with uPVC fascia boards fitted around the roofline, timber fascia boards around the single garage.



- 2) uPVC double-glazed units have been installed in each flat and within the communal stairway, most of the large units have spandrel panels fitted on the lower sections of the units. The entrance doors are a timber construction with glazed panels.



- 3) Beneath the first and second floors, and accessed from the side elevation of the building, are three garages forming part of the external envelope. Two of the garages are built underneath the first floor, with the third garage being attached. These garages remain secured at all times using residents' keys. As access could not be gained at the time of the FRA, the fire-resisting compartmentation and general fire safety condition of the garages could not be confirmed.



- 4) The blocks bin store is located at rear of the premises and built within the block. This is secured by a steel door; at the time of the survey the locking mechanism was seen to be defective. Within this store is a commercial-grade metal wheelie bin, functioning as the receptacle for refuse discharged via the block's bin chute.



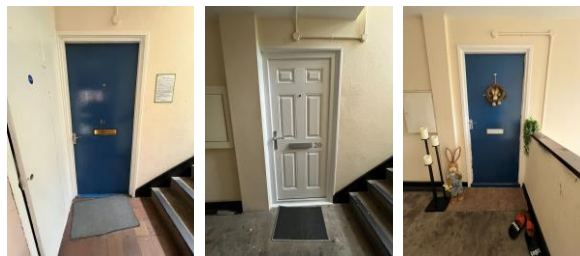
- 5) Adjacent to the bin storeroom, within the same wall, there are three individual storage rooms allocated to specific flats, accessible only by the respective residents. Also located within this wall is the entrance door to the ground-floor flat. This rear area forms part of a secure courtyard, enclosed with metal railings and gated access.



Section 7

Means of Escape from Fire

- 1) Each property is fitted with a minimum of an LD3 detection system within the flat. See Section 8
- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum
- 3) None of the corridors that form part of the means of escape are dead ends.
- 4) Majority of the flats within the block are fitted with timber notional doors, with one flat having a composite FD30s door fitted.



New Hope Road 18-22 (E) BL34075NE10	18 New Hope Road;Smethwick;West Midlands;;	Timber Door FD30s	Not Glazed
New Hope Road 18-22 (E) BL34075NE10	18-22 New Hope Road;Smethwick;West Midlands;;	Intentionally Blank	
New Hope Road 18-22 (E) BL34075NE10	20 New Hope Road;Smethwick;West Midlands;;	Shelforce	Not Glazed
New Hope Road 18-22 (E) BL34075NE10	22 New Hope Road;Smethwick;West Midlands;;	Timber Door FD30s	Not Glazed

- 5) Access was attempted to the properties as part of the risk assessment. This was to ensure the doors have not been tampered with by residents.
 - a) Flat 18: No answer
 - b) Flat 20: Access was gained, and all fire-safety furniture was present and functioning correctly.
 - c) Flat 22: No answer

- 6) Flat 22, a number of items are being stored within the communal area. The Housing Manager has been notified and asked to remind the resident that these items must be relocated, as the communal landing is required to remain sterile and free from obstruction. email sent on 22/06/2026 to housing manager



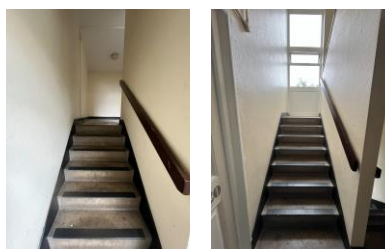
- 7) Within the block each floor is accessed via a single staircase that provides a means of escape for the flats on the 1st and 2nd floors, the width of the staircase is 0.9m handrail to wall.



- 8) Furthest travel distance to the escape stairs is approx. 2.5m



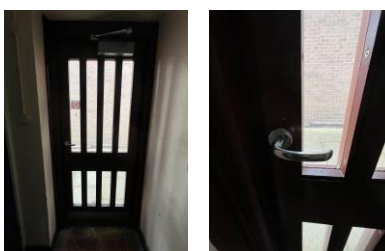
- 9) The flooring and stairway within this property are concrete construction.



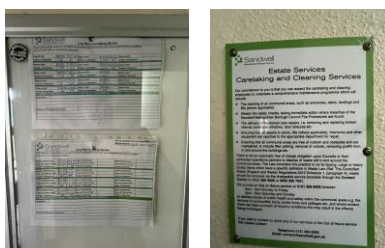
- 10) Automatic smoke ventilation is not employed. Windows fitted on the stairwell are fitted with manual openers; the windows will assist in additional lighting and any ventilation required.



- 11) The final exit door is operated using a levered handle to egress the building and are also fitted with automatic closing devices that are checked on a regular basis by caretaking teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s). The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.



- 12) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.

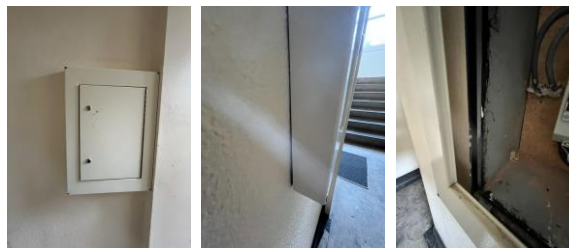


- 13) No emergency lighting is installed on the communal landings or stairways. Borrowed light is obtained through the communal windows and by the standard lights fitted. See section 9/2

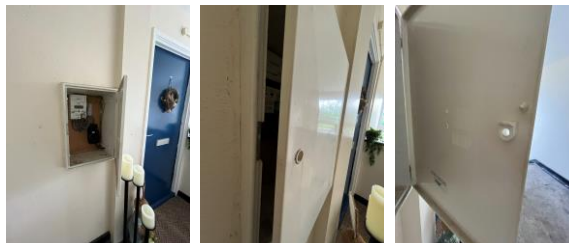


- 14) Adjacent to the flat entrance doors on the first and second floor, there are service over-cupboards. Both of these cupboards were defective at the time of the survey.

- a) **Flat 20: The electrical over-cupboard adjacent to Flat 20 cannot be fully closed due to a new over-cupboard frame and door having been installed over the original backing box. In addition, fire-stopping is required around the cupboard where it meets the wall, as there are visible gaps that compromise the fire-resisting barrier.**



- b) **Flat 22: The electric meter over-cupboard adjacent to Flat 22 is missing its locking mechanism, meaning the unit cannot be properly locked or secured. This requires repair to reinstate the necessary level of safety and security.**



- 15) On the 1st and 2nd floors, a bin-chute hopper door is located adjacent to the flat entrances for residents to dispose of refuse bags.



- 16) Within the communal area on the ground floor, adjacent to Flat 18, there is an electrical service cupboard constructed from a timber frame and panel. Fire-stopping is required within this cupboard (see Section 10) to address identified gaps and ensure adequate compartmentation. It is also recommended that the unit is upgraded to fire-resistant materials during future refurbishment works.



- 17) Adjacent to the final exit is a steel service box that contains the electrical components for the final-exit door systems.



- 18). The building has sufficient passive controls that provide effective compartmentation to support a Stay Safe Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them

Definitions Fire Doors.

Notional fire door – A fire door that is thought to have been installed at the time of construction. This door may not meet current building regulation requirements however is still acceptable if performing as originally intended.

Upgraded notional fire door – A notional fire door that has been upgraded. For example, with intumescent strips and cold smoke seals.

Nominal fire door – A fire door that may meet the standards specified within the building regulations but has not been awarded the official certification of doors manufactured and evaluated by an accredited, third-party testing unit and approved formally with the relevant certificates and documentation.

Certified fire door – A fire door and frame that have been approved and certified by the manufacturer. A competent person must install the door assembly.

Classifications of FD30 and FD30s fire doors include timber-based options designed to provide 30 minutes of fire resistance, with the "s" suffix indicating additional smoke sealing capabilities. Timber notional doors are a distinct category within this, referring to older, existing timber doors—often in older residential buildings—that are deemed capable of providing 30 minutes of fire protection based on an inspector's assessment rather than formal, modern fire testing certification.

Section

8

Fire Detection and Alarm Systems

- 1) Early warning is limited to resident's flats with this being a hard wire or battery smoke alarm. The equipment is subjected to a cyclical test. Residents' flats are fitted to a minimum of an LD3 standard.

Unable to access the properties at the time of the Fire Risk Assessment, information was gained from SMBC Job Manager.

- Flat 18 has LD3 installed (information gained from Job Manager)
- Flat 20 has LD3 Gained access to survey
- Flat 22 has LD2 installed (information gained from Job Manager)

For information

LD1 all rooms except wet rooms

LD2 all-risk rooms e.g. Living Room, Kitchens and Hallway.

LD3 Hallway only

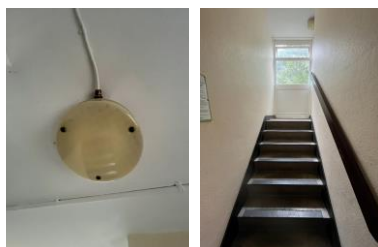
- 2) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this is:
- I. Such systems may get vandalised.
 - II. False alarms would occur.
 - III. A Stay Put – Unless policy is in place

Section 9

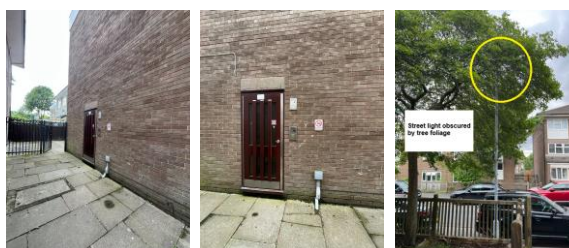
Emergency Lighting

- 1) The premise is not fitted with emergency lighting
- 2) The **communal landings and stairways within this three-storey block are not provided with emergency lighting.** *Approved Document B, paragraph 3.41* requires that, except for two-storey blocks of flats, all escape routes must have adequate artificial lighting, with escape lighting operating in the event of a mains power failure. To meet this requirement and comply with the *Regulatory Reform (Fire Safety) Order 2005*, it is recommended that emergency lighting is installed throughout the escape routes as part of future upgrade works. At present, illumination is limited to standard luminaires and natural light from the landing window and final exit door. Added to recommendations after emailing conversation with Building and Fire Safety Team Manager.

[Approved Document B](#) See page 35 paragraph 3.41



- 3) Recommend installing safety/security lighting above the external entrance doorway. Although there is street lighting in the vicinity, it does not adequately illuminate the immediate entrance area.



Section 10

Compartmentation

This section should be read in conjunction with Section 4

- 1) A visual inspection of the accessible areas was undertaken as part of the assessment, but areas with restricted access, i.e., false ceilings and void areas, were only inspected where readily accessible. The inspection did not reveal any breaches in compartmentation.

The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building.

- 2) The building is designed to provide as a minimum 1-hour vertical and horizontal fire resistance, except at entrance to flats which is a minimum of 30-minute fire door.
 - 3) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put -Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.
 - 4) The existing fire-stopping measures are fit for purpose (unless listed within this Fire Risk Assessment), and a cyclical programme is in place to ensure that the fire-stopping has not been compromised by third parties and to make enhancements where necessary.
 - 5) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic around penetrations.
 - 6) Flat entrances are fitted with notional and composite door sets (See section 7/5).
-

7) The electrical service cupboard adjacent flat 18 requires fire stopping in a couple of places

- a) **The door to the electrical service cupboard has a hole that goes completely through the timber. This requires either the installation of a hard wood timber fillet to reinstate the door's integrity or the provision of a new compliant door.**



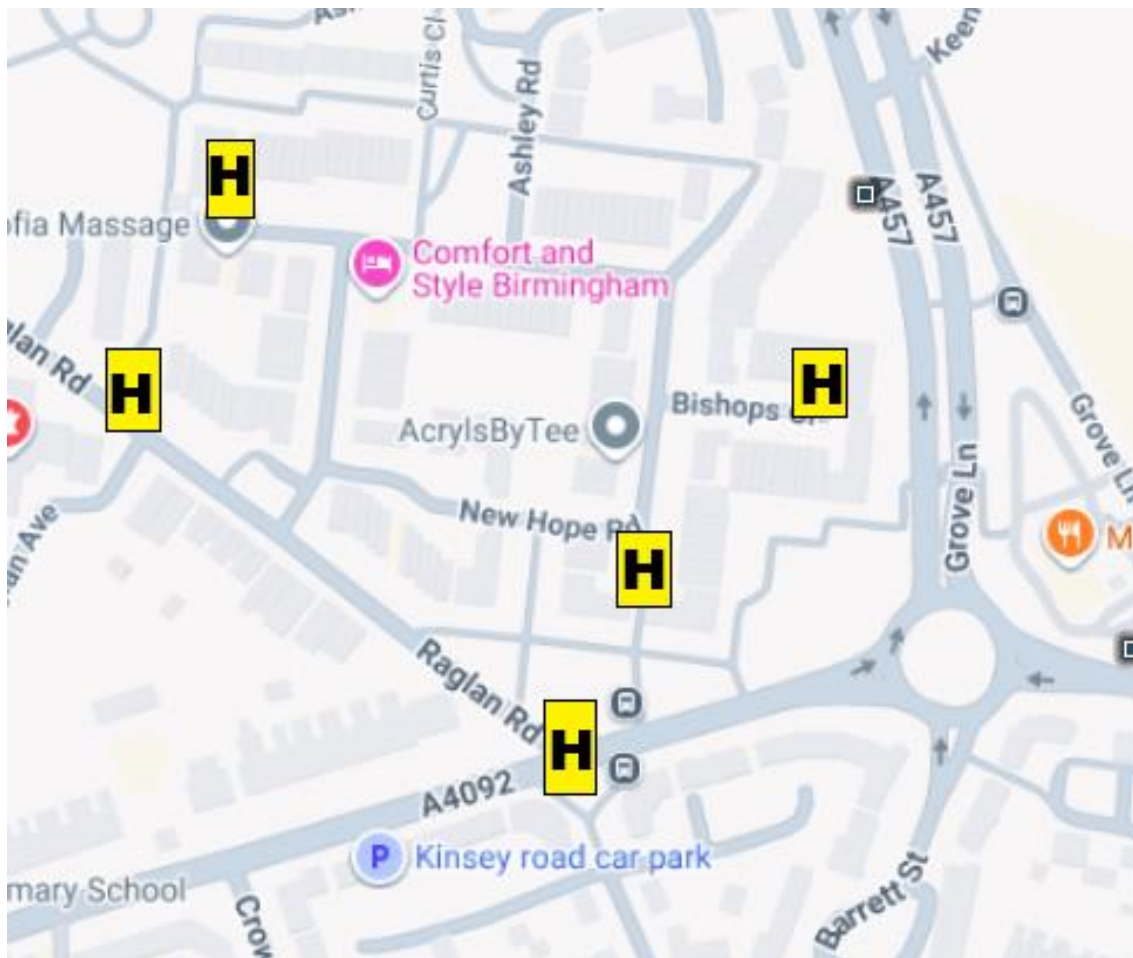
- b) **Within the electrical service cupboard on the ground floor adjacent to Flat 18, fire-stopping is required where the electrical cables pass through the concrete ceiling. Due to the size of the opening, this area will need to be sealed using fire batt and fire stopping mastic around the cables to restore the required level of fire resistance.**



Section 11

Fire Fighting Equipment

- 1) There is no firefighting equipment on this premises.
- 2) Nearest fire hydrant is indicated within the attached plan. Information from <https://dataservices.riscauthority.co.uk/map/index>



Section 12

Fire Signage

- 1) The service cupboard on the ground floor is currently fitted with *Fire Door Keep Shut* signage; however, this should be replaced with Fire Door Keep Locked signage to reflect the correct requirement for this type of cupboard. In addition, electrical hazard warning signage should be installed on the door.

a) Replace 'Fire Door Keep Shut' signage with 'Fire Door Keep Locked' signage.



b) Install electrical hazard warning signage to the electrical service cupboard.

- 2) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Signage is installed to notify residents and visitors of this.



- c)** Directional signage is not displayed throughout the building. Its absence is considered acceptable, as the building layout is straightforward and does not necessitate such signage.
-

Section 13

Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking teams are not currently trained in the effective use of fire extinguishers.
- 4) Fire safety has been provided as part of tenancy pack.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.

Section 14

Sources of Ignition

- 1) Smoking is prohibited on entrance and within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager.
- 4) The fixed electrical installation shall be tested every 5 years. The date of the last EICR was 19/09/2025.

The screenshot shows a detailed Electrical Installation Condition Report (EICR) form. Key sections visible include:

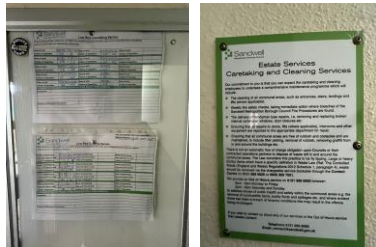
- DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION:** Contains fields for contractor name (Dodd Group), client name, address, and contact details. It also includes a table for the scope of the inspection, with columns for 'Type of installation', 'Date of inspection', and 'Inspection results'.
- PURPOSE OF THE REPORT:** A section for the inspector to state the purpose of the report, such as 'To ensure the safety of the installation and to identify any potential hazards'.
- SUMMARY OF THE CONDITION OF THE INSTALLATION:** A section for the inspector to provide a summary of the findings, including the overall condition of the installation and any specific issues identified.
- DISCUSSION:** A section for the inspector to provide a detailed discussion of the findings, including any recommendations for remedial work and the estimated cost of such work.

- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.

Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.



- 2) The refuse bins for 18–22 New Hope Road are stored at the rear of the premises within a designated internal bin-storage cupboard, which is built into the structure of the building. This area also serves as the bin-chute room, with hopper doors located on the first and second floors for residents to dispose of waste. The bins are emptied as part of the routine waste-collection service. This storage area is secured by a steel door; however, at the time of the survey, the locking mechanism was found to be defective, and this requires repair.



- 3) 'Out of Hours' service is in place to remove bulk items.

Section 16

Control and Supervision of Contractors and Visitors

- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
 - 2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
 - 3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the local housing office. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
 - 4) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
 - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
 - Health and Safety.
 - Site Security.
 - Safety of working and impact on children/school business.
 - Fire risk, if any.
 - Site Emergency Plan.
 - b) Monthly Site Meetings – in order to monitor, review and share any new information including any new risks.
 - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
 - d) Final Contractor review on completion of works undertaken
-

Section
17

Arson Prevention

- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
 - 2) Access to the premises is by means of a fob, individual flat call point and by using a fire fighters drop key.
 - 3) There is no current evidence of arson.
 - 4) There have been no reported fire incidents since the last FRA.
-

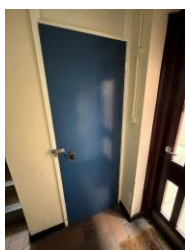
Section 18

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block.
- 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
- 3) Residents should not store flammable liquids or gas cylinders on site.
- 4) No Flammable liquids stored on site by Caretakers / Cleaners.
- 5) There are three individual storage rooms allocated to specific flats, accessible only by the respective residents. Also located within this wall is the entrance door to the ground-floor flat. This rear area forms part of a secure courtyard, enclosed by metal railings with gated access.



- 6) There is one storage cupboard within the premises on the ground floor adjacent the final exit. Was unable to get access to this cupboard at the time of the survey.



Section 19

Additional Control Measures. Fire Risk Assessment - Action Plan

Significant Findings.

Action Plan

It is considered that the following recommendations should be implemented to reduce fire risk to, or maintain it at, the following level:

Trivial ☒ Tolerable ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

P2 Arrange and complete within 1-3 Months of assessment date

P3 Arrange and complete within 3-6 Months of assessment date

P4 Arrange and complete exceeding 6 months under programmed work



Fire Risk Assessment Action Plan



Name of Premises or Location:

New Hope Road 18-22

Date of Action Plan:

/07/2026

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/14a	Adjacent flat 20: Refit the electrically over cupboard. This is due to fitting the door and frame over the original back box which the sides prevent the new door closing.		P3	Within 3-6 months Fire Rapid Response	

Fire Risk Assessment

7/14b	Adjacent flat 22: Fit new electrical overcupboard. Due to lock missing.		P3	Within 3-6 months Fire Rapid Response	
10/7a	Adjacent Flat 18: Install a hard wood fillet in to the hole within the service cupboard door, or replace the door.		P2	Within 1-3 months Fire Raid Response	Completed
10/7b	Adjacent flat 18: Within the service cupboard in the top right hand side, fire stopping is required. Fill with fire mastic and fit fire Batt around the hole.		P2	Within 1-3 months Fire Raid Response	Completed

Fire Risk Assessment

12/1a	Adjacent flat 18: Replace 'Fire Door Keep Shut' signage with 'Fire Door Keep Locked' signage.		P3	Within 3-6 months Fire Raid Response	Completed
12/1b	Adjacent flat 18: Install electrical hazard warning signage to the electrical service cupboard.		P3	Within 3-6 months Fire Raid Response	
15/2	External bin room: Fit a replacement locking mechanism as the old one is missing.		P3	Within 1-3 months Repairs Metal fitters	

Observations/Recommendations

When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).

Flat entrance doors: The replacement of flat entrance doors throughout the block should be considered as part of a future capital investment programme. The doors surveyed appeared to be notional fire doors and were not fitted with key fire door components, including compliant self-closing devices, intumescent strips, and smoke seals. As such, their ability to provide the required level of fire and smoke resistance cannot be confirmed.

Emergency Lighting: The provision of emergency lighting within the communal areas should be considered as part of a future capital investment programme. Owing to the building being in excess of two storeys in height, emergency lighting is required to assist occupants in safely identifying and using escape routes in the event of a loss of normal lighting.

Block entrance door: Recommend installing safety/security lighting above the external entrance doorway. Although there is street lighting in the vicinity, it does not adequately illuminate the immediate entrance area.

Service Cupboard: The ground-floor service cupboard is currently constructed from plywood. As it contains the building's electrical services, the enclosure must be upgraded to a suitable fire-resistant construction providing appropriate fire protection and containment. The materials used should achieve a recognised level of fire resistance in line with relevant regulations and best practice.

Fire Risk Assessment

Signed

	Fire Risk Assessor	Date: 16/07/2026
	Team Lead Fire Safety	Date: 16/07/2026

Appendix 1

Significant Hazards on Site and Information to be Provided for the Fire Service

Name of property: New Hope Road 18-22

Premise Manager: Teresa Warren-Donley Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
An asbestos survey has been undertaken and is held by S.M.B.C. Investment Division (Tel:- 0121 569 5077).		



Report No.: J420762
 Nature of Work: Management Survey
 Issue Date: 28/04/2025
 Client Name: Sandwell MBC (formerly Homes)
 Building Services, Direct 2 Trading Estate, Roway Lane,
 Oldbury, West Midlands, B69 3ES
 UPRN: BL34075NE10 2
 Site Address: 18-22 New Hope Road, Smethwick, B66 3TY



Order Placed By: Dean Harding
 Site Contact: Communal
 Date(s) of Work: 09/04/2025
 Technical Manager: D Ely CCP (Asbestos)
 Assistant Surveyor(s): Not Applicable

Lead Surveyor:

Jack Baldwin
Asbestos Surveyor

Authorised Signatory:

Louise Farmer
Technical Review Officer and Asbestos Consultant
28/04/2025

Non-accredited activities are present within this report.

Head Office:
20 Stourbridge Road,
Halesowen, West Midlands
B63 3US
Tel: 0121 550 0224
Email: sales@bradley-enviro.co.uk



Fire Risk Assessment

Executive Summary Report of Asbestos
Containing Materials (ACMs) By Risk

18-22 New Hope Road, Smethwick

Report Number: J420762

Sample No.:	Floor Level:	Block Name:	Location:	Item:	Asbestos Content:	Determination Method:	Extent:	Risk Category:	Recommendations:
RD001181	2nd Floor	Flats	01 - Landing/Stairs	Asbestos Reinforced plastic stair treads	Chrysotile Amosite	Analysis of sample using PLM	14 linear metres	B11	Monitor condition
RD001185	1st Floor	Flats	02 - Landing/Stairs	Asbestos Reinforced plastic stair treads	Chrysotile	Analysis of sample using PLM	14 linear metres	C10	Monitor condition
RD001183	1st Floor	Flats	02 - Landing/Stairs	Asbestos Textured coating to concrete walls	Chrysotile	Analysis of sample using PLM	20 m²	C9	Monitor condition
RD001179	2nd Floor	Flats	01 - Landing/Stairs	Asbestos Textured coating to concrete walls	Chrysotile	Analysis of sample using PLM	20 m²	C9	Monitor condition
No sample - presumed	Ground Floor	Flats	03 - Lobby	Asbestos Bitumen cable wrap	Crocidolite	Presumed	<1 m²	C9	Monitor condition
RD001189	E - External	Flats	10 - External	Asbestos Insulating board soffit	Chrysotile Amosite	Analysis of sample using PLM	2 linear metres	C8	Monitor condition

Management Survey (with MA - LOD) Template Version 56

Bradley Environmental Consultants Limited

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Executive Summary Report of Asbestos
Containing Materials (ACMs) By Risk

18-22 New Hope Road, Smethwick

Report Number: J420762

Sample No.:	Floor Level:	Block Name:	Location:	Item:	Asbestos Content:	Determination Method:	Extent:	Risk Category:	Recommendations:
RD001186	Ground Floor	Flats	03 - Lobby	Asbestos Textured coating to concrete walls	Chrysotile	Analysis of sample using PLM	6 m²	C8	Monitor condition
RD001184	1st Floor	Flats	02 - Landing/Stairs	Asbestos Gaskets	Chrysotile	Analysis of sample using PLM	2 units	C7	Monitor condition
RD001180	2nd Floor	Flats	01 - Landing/Stairs	Asbestos Gaskets	Chrysotile	Analysis of sample using PLM	2 units	C7	Monitor condition
RD001191	E - External	Flats	10 - External	Asbestos Mastic	Chrysotile	Analysis of sample using PLM	80 linear metres	C7	Monitor condition
RD001190	E - External	Flats	10 - External	Asbestos Bitumen damp proof course	Chrysotile	Analysis of sample using PLM	100 m²	D6	Monitor condition
RD001187	Ground Floor	Flats	03 - Lobby	Asbestos Gaskets	Chrysotile	Analysis of sample using PLM	1 unit	D6	Monitor condition